



# State of Nevada

## Information Technology Operations Committee

### Standard

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#### 1.0 PURPOSE

This standard establishes the requirements for requesting an exemption from approved permanent or interim policies or standards adopted by the Nevada IT Operations Committee (NITOC).

#### 2.0 SCOPE

This standard applies to all state agencies of the Executive Branch with the exception of the University and Community College System of Nevada and the Nevada Criminal Justice Information Computer System.

#### 3.0 EFFECTIVE DATES

The requirements of this standard are effective 90 days after sign-off by the Nevada IT Operations Committee (NITOC).

#### 4.0 RESPONSIBILITIES

The agency head has the responsibility to ensure the implementation of and compliance with this standard.

#### 4.0 RELATED DOCUMENTS

All state IT policies, standards, procedures or forms developed and adopted by NITOC.  
2F03\_PSP Exemption Request Form

#### 5.0 STANDARDS

State IT policies, standards and procedures (PSPs) are developed by various committees established under the direction of NITOC to provide state agencies with minimum directions for the effective and economical planning, purchase and use of state IT resources. In the diverse State IT infrastructure there may be occasions when a State adopted PSP cannot be accomplished by a state agency. This standard addresses that possibility by establishing the requirements for requesting an exception to any of the adopted State IT PSPs, regardless if permanent or interim.

- A. Any agency within the Executive Branch of Nevada State Government may request an exception to any of the adopted state IT PSPs.
- B. The request for exemption must be in writing from the agency head and contain the following. Use Form 2F03\_PSP Exemption Request Form.
  - 1. Name of the agency or specific division making the request.
  - 2. Name, phone and email address of a primary point of contact for the agency that can answer specific questions in regards to the exception request.



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3. Number, title and specific section of the PSP the exception request is being submitted.
  4. Justification, providing specific information on why the agency cannot comply with the identified section of the policy, standard or procedure.
  5. Identification of actions that will be taken by the requesting agency:
    - a) In lieu of the established PSP, to include length of time; or
    - b) To put the agency in a position to where it can comply with the established PSP.
  - C. Request for exemption to any State IT PSP shall be submitted to the originating IT Committee Chair, who presents request to their Committee for review and recommendation prior to being sent to the Chief Information Officer (CIO) and NITOC.
  - D. The CIO shall review the request, grant or disapprove the request and notify the requesting agency of the interim decision.
  - E. NITOC shall review the request and CIO's interim decision at the next scheduled meeting, taking one of the following actions in making the final exception determination:
    - 1) NITOC concurs, no further action
    - 2) NITOC disagrees, CIO will either reverse earlier decision or declare interim decision as final
- Agencies will be provided written notification of final decision.
- F. All decisions of the CIO and NITOC may be appealed to the Governor.
  - G. NITOC, the specific committee and the requesting agency shall maintain a copy of the Exemption Request Form with decision on file.
  - H. Granted exceptions shall be reviewed every two years by NITOC, who shall coordinate with agencies granted exceptions to determine if the exception request is still required.



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#### 6.0 DEFINITIONS

None

#### 7.0 EXCEPTIONS/OTHER ISSUES

None

<i>Approved By</i>		
Title	Signature	Date
NV IT Operations Committee Chair	Signature on File	02/19/04

<i>Document History</i>		
Revision	Date	Change
A	8/14/03	Initial release.
B	2/12/04	Change to Paragraph 5.0.C